



S: 6 January 2006

JFHQ-DCSPER-FP

15 November 2005

MEMORANDUM FOR: All Unit Commanders and Family Readiness Group (FRG) Volunteers

SUBJECT: 2006 Michigan National Guard Family Program Conference and Youth Symposium, 10-12 February 2006

1. **EVENT:** The Michigan National Guard Family Program will host the annual Family Conference and Youth Symposium 10-12 February 2006 at the Amway Grand Plaza Hotel in Grand Rapids, Michigan.
2. **PARTICIPANTS:** Unfortunately, because of budget constraints we have to set limits on who can attend. As such, each Army National Guard unit may send two (2) volunteers and two (2) military representatives. Air National Guard units may send the following: 127 Wing, six (6) volunteers and one military representative; 110th Wing, three (3) volunteers and one military representative; CRTC and HQ MIANG, one (1) volunteer and one military representative. Military representatives should consist of the Commander, Family Program Action Officer (FPAO), Chaplain, First Sergeant, or Command Sergeant Major/Command Chief Master Sergeant of the unit. All Michigan National Guard Family Program Advisory Council (MFPAC) members and chaplains are authorized to attend.
3. **AGENDA:** An opening reception is scheduled for Friday, 10 February 2006 starting with a social hour beginning at 1800 hours (6:00 p.m.). During this opening reception we will conduct our annual Awards Ceremony which is intended to recognize outstanding volunteers for their support and contribution to unit families and the State Family Readiness Program. Commands are encouraged to take advantage of this opportunity to honor your exceptional family members for their achievements. On Saturday, 11 February 2006 the opening session begins at 0800 hours (8:00 a.m.), and the workshop ends early afternoon on Sunday, 12 February 2006.
4. **CONFERENCE REGISTRATION:**

JFHQ-DCSPER-FP

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a. Please return the enclosed registration form by **6 January 2006** to the Michigan National Guard Family Program Office, 3411 N. Martin Luther King Jr. Blvd., Lansing, MI 48906-2934. We must have all registrations by the deadline to provide a rooming list to the hotel. On a case by case basis where a volunteer or military representative must change their plans to attend; replacements must be approved by and coordinated thru the State Family Programs Office. Request your cooperation in keeping changes to a minimum as it allows our staff to stay focused on planning and a well orchestrated event for you.

b. There will be a \$15.00 registration fee per attendee or a maximum fee of \$40.00 per family (family is defined as 3 or more attendees at the conference and/or youth symposium). Registration fees will be collected at the conference registration desk. Registration fees for the conference and for guests are non-refundable. Confirmation packets are mailed to each registered participant not later than 20 January 2006. Confirmation packets will include conference details along with the specific registration fee that applies to you.

c. Additional fees are charged for non-participating guests as follows: Friday night reception - \$15.00; and working luncheons - \$15.00 each.

5. ORDERS:

a. ARMY: Volunteers are placed on Invitational Travel Orders (ITOs). A list of military attendees will be sent to the Brigade's so that appropriate military orders can be requested on those who have registered and are approved to attend.

b. AIR: A list of approved Air Guard military and volunteer attendees will be provided to the ESSO. The supporting Air office is requested to publish orders after receipt of attendees is provided to them.

6. RESERVATIONS: All hotel reservations are made by the State Family Program Office. The hotel will not be making reservations for this event via any other method. Volunteers do not need to pay for their hotel room at check-in. The payment of volunteer rooms is part of our contract with the hotel. Military representatives on orders, even if accompanying a volunteer who is authorized to attend, must pay for their room at check-in. Military members are reimbursed after the event by completing a DD Form 1351-2. In order for this office to make all reservations, we must have all registration forms by the **6 January 2006** deadline.

7. **TRAVEL:** Travel days are Friday, 10 February 2006 and the afternoon of Sunday, 12 February 2006. Rental cars are not authorized. Travel by privately owned vehicle is authorized for volunteers on invitational orders. Travel for Air Guard military representatives is in accordance with the commander's guidance. Army Guard representatives are authorized to STA or use an RMA for pay and IDT travel for travel expenses. Directions to the hotel will be in your confirmation packet. Overnight stay is authorized on Friday and Saturday, 10-11 February 2006 for attendees living more than 50 miles from the conference site.

8. **VOLUNTEER AWARDS:** Nominations for Volunteer Awards are due to the Family Program Office NLT **6 January 2006**. Award winners will be recognized during the Friday night reception. Please see JFHQ Regulation 608-2, Chapter 6 if available, or see the enclosed list of awards and procedures for nominating your volunteers. All submissions will be reviewed and the approved awards presented at the reception.

9. **UNIFORM:** Business casual attire is authorized and recommended for all conference participants and for each conference event.

10. **DOOR PRIZES:** Those family members, commands, or bases that desire to donate a door prize are encouraged to do. The value should not exceed \$25.00. Please label your door prize with the name of your Family Readiness Group or person(s) donating the prize. Door prizes will be given during the Friday night reception, all general sessions, and luncheon programs. Winners must be present to win. Please turn in all door prizes during registration. Thanks in advance for making this a fun event.

11. **SILENT AUCTION:** Everyone is encouraged to bring new or unused items to donate for our annual silent auction. Proceeds benefit the Michigan National Guard Family Fund. If you bring gift certificates, we suggest you select businesses or organizations with locations throughout Michigan. Please seek direction at the conference registration desk on where to donate your item for the silent auction. Thank you for your donation.

12. **CHILDCARE & YOUTH SYMPOSIUM:** All participating children/youth must be the dependent of a conference volunteer or military attendee. There will be 5 different programs available for children depending upon their age. We will offer day care for infants to age 5. While child care is available for infants to age 5; structured programs are planned for the following age groups: 6-7 years, 8-9 years, 10-12 years, and 13-17 years. Detailed agendas for each group will be provided with your confirmation packets.

JFHQ-DCSPER-FP

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This service will be available during the Friday evening reception/awards ceremony, and during all conference hours. All children must be registered by **6 January 2006** and are expected to participate in age appropriate activities for the entire weekend.

13. **SUMMARY:** Once again, please help us plan a great weekend for you by submitting the following documents by 6 January 2006:

- a. Registration forms to attend the Conference for each volunteer or military member.
- b. Nominations for volunteer awards submitted using a memorandum or letter.
- c. Registration forms for children needing childcare or youth participating in the symposium.
- d. A Medical, Travel, Athletic Consent Form for each child or youth participating in a Family Program activity.

14. If you have any questions, comments, or concerns about this event, please contact Sandy Mahoney at 517-481-8357.

Major General Thomas G. Cutler
The Adjutant General
Michigan National Guard

Major Mary K. Jones
State Family Program Director

Enclosures
As Stated

Conference Registration Form (Submit NLT 6 January 2006)**Fax: (517) 481-8150**
ATTN: Sandy Mahoney**Mail: State Family Program Office**
ATTN: Sandy Mahoney
3411 N. Martin Luther King Jr. Blvd
Lansing, MI 48906-2934

Please complete for the person or persons attending the conference (please print)

☐ Military Representative ☐ FRG Volunteer ☐ Staff/Committee/Presenter

First Name _____ Last Name _____

Preferred Name for Badge _____ Social Security Number (needed for reimbursement) _____

Unit Represented _____ FRG Position/Rank _____

Home Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Fax _____ E-mail _____

- ☐ Registration fee: \$15 per person,
☐ \$40 for family (3 total attendees)

YES, I will be bringing a guest who will attend the events indicated below:

Name of Guest _____

- ☐ Guest will attend the Friday night reception ~\$15.00 fee due at registration.
☐ Guest will attend the Saturday luncheon ~ \$15.00 fee due at registration.
☐ Guest will attend the Sunday luncheon ~ \$15.00 fee due at registration.

Additional Authorized Registration from the Same Address☐ Military Representative ☐ FRG Volunteer ☐ Staff/Committee/Presenter

First Name _____ Last Name _____

Preferred Name for Badge _____ Social Security Number (needed for reimbursement) _____

Unit Represented _____ FRG Position/Rank _____

Please indicate the hotel accommodations you require:

Number of individuals who will be staying in your room _____ Adults _____ Children _____

Special Room Requirements (please check all that apply):

☐ Smoking ☐ Non-Smoking ☐ Handicap Accessibility ☐ Roll-away Bed
(\$15.00/night) ☐ Port-a-crib ☐ Other: _____

Please specify other requirement(s) _____

Do you have any special dietary requirements: ☐ NO ☐ YES _____

Please specify _____

Will your group be providing a gift basket as a door prize (\$25 maximum value)? ☐ YES ☐ NOWill your group be providing a donation for the Silent Auction? ☐ YES ☐ NO

Youth Symposium Registration Form(Submit NLT 6 January 2006)

Fax: (517) 481-8150

ATTN: Sandy Mahoney

Mail: State Family Program Office

ATTN: Sandy Mahoney

3411 N Martin Luther King Jr. Blvd

Lansing, MI 48906-2934

Please complete for the youth of the volunteer or military member who will be attending the symposium (please print)

Please indicate if the child has any food allergies, i.e. peanuts, dairy, etc.

NOTE: All youth attending MUST be the dependent of volunteer or military attendee of this conference. Children not the dependent of the attendee are unauthorized to participate in the Youth Symposium.

NAME	AGE	SPECIAL NEEDS (IF ANY)

Children will be accompanied by _____
Name of Conference Attendee (print)

Please complete the attached medical, travel, and athletic consent form and power of attorney for each child and return with registration forms.

**MEDICAL, TRAVEL, ATHLETIC CONSENT FORM, DURABLE POWER OF ATTORNEY, &
WAIVER (Please complete one waiver for each child attending)**

This document shall serve as a **durable power of attorney**. I hereby appoint the Michigan National Guard Family Program and its duly authorized agents, and volunteers, as my attorney-in-fact to act on my behalf and stand regarding consenting to any medical treatment, surgery, and procedures it may deem necessary and in the best interests of the aforementioned minor. This power of attorney shall be terminated on February 12, 2006.

I the undersigned, being the parent/guardian of: _____, D/O/B
____/____/____ a minor, hereby give my permission to the Michigan National Guard Family Program to transport my child to and from activities associated with the Youth Symposium and conference. I also hereby consent to my child participating in the programs/ activities sponsored by the symposium/ conference. In case of emergency, if it becomes impossible to notify me promptly, Family Program authorities, at their discretion, may secure the services of medical personnel for my child until I can make other arrangements; and I agree to assume full responsibility for any necessary medical and hospital services on my child's behalf.

On behalf of myself, the child named below, and on behalf of our heirs and assigns, we waive, release, agree to indemnify, and forever hold harmless the Michigan National Guard, its employees, agents, contractors, and volunteers from any and all liability or damages concerning myself, my property, and the child named above for any injuries which might be incurred due to participation in this program.

(Signature of Parent/Guardian) (Printed Name)

Dated: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Witnessed by:

(Friend or Relative) (Printed Name) (Date)

(Friend or Relative) (Printed Name) (Date)

AWARD: The Adjutant General's Volunteer of the Year Award. Consists of a Molly Pitcher paperweight and Certificate of Appreciation

RECIPIENT: One Air Volunteer; One Army Volunteer

ELIGIBILITY: Active Family Readiness Group (FRG) volunteer who has participated in the unit's FRG program a minimum of one full year. Only one recipient will be selected from the Air Guard and one from the Army Guard. Recipient cannot be a Volunteer of the Year recipient from the previous year.

CRITERIA: Individual who best exemplifies the spirit of the unit's FRG by demonstrating a positive and enthusiastic working relationship with the unit chain of command and chain of concern. Person must be actively involved in all FRG activities and events and is there to render support whenever the need arises. Person is also one who is well known by unit members and other family members due to their active participation.

NOMINATION: In addition to the attached form, a narrative written by the Unit Commander's nominations must be written in sufficient detail to portray the accomplishments and meritorious volunteer spirit by the individual. These would include volunteer's involvement in the unit's Family Readiness Group activities, leadership qualities, and ability to work with others; the working relationship between the commander, the military members, and the volunteer.

Name of Volunteer: _____

Unit FRG Affiliation: _____

Commander: _____

NAME, RANK

Military POC: _____

NAME, RANK, AND TELEPHONE NUMBER

Reason for Nomination: (Should be not longer than one page in length)

[illegible]

AWARD: FAMILY OF THE YEAR AWARD

RECIPIENT: One Air Family Readiness Group; One Army Family Readiness Group. Consists of Marbled (Blue for Air/Green for Army) Plaque, as well as name on Main Plaque for display at HQs.

ELIGIBILITY: Any Air or Army unit who has an active Family Readiness Group

CRITERIA: Family Readiness Groups that best exemplifies the spirit of the FRG by demonstrating a positive and enthusiastic working relationship with the unit chain of command and chain of concern. Unit must have an FRG that is actively involved in Family issues, activities and events and is there to render support whenever the need arises. Units should demonstrate how they are willing to extend their expertise and enthusiasm to other unit FRGs throughout the State.

NOMINATION: In addition to the attached form, a narrative written by the Unit Commander explaining the unit FRG's involvement in the Family activities and readiness issues. Nomination should clearly demonstrate how this FRG has aided the unit's readiness and retention of military members, as well as volunteers.

Name of FRG: _____

Commander: _____

NAME, RANK

Full-time POC: _____

NAME, RANK, AND TELEPHONE NUMBER

Reason for Nomination: (Should be not longer than one page in length)_____

[illegible]

AWARD: FAMILY READINESS VOLUNTEER MERITORIOUS SERVICE AWARD. Consists of Medallion and Certificate for Recipients.

RECIPIENT: Any Family Readiness Group Volunteer

ELIGIBILITY: Any active, retired, or family volunteer who demonstrates exceptional volunteerism to the unit's Family Readiness Group.

CRITERIA: Volunteers who demonstrate effective Communications, Project Involvement, and Exceptional Service. This award allows the Commander to show appreciation for how the volunteer has enhanced the unit family, FRG, and family readiness. Communication should be demonstrated by how the volunteer effectively communicates with the unit personnel, family members and provides information to them, as well as the development of the telephone tree and continual monitoring of it for accuracy. Project Involvement should be displayed by the volunteer through participation in unit and community events/activities that promote the unit and Family Readiness Group. Examples of how the volunteer provides exceptional service to the community projects, sustained performance or special assistance to families in needs should be included in the nomination.

NOMINATION: In addition to the attached form, a narrative written by the Unit Commander's nominations must be written in sufficient detail to portray the accomplishments and meritorious volunteer spirit by the individual. These would include volunteer's involvement in the unit's Family Readiness Group activities, leadership qualities, and ability to work with others; the working relationship between the commander, the military members, and the volunteer.

Name of Volunteer: _____

Unit FRG Affiliation: _____

Commander: _____

NAME, RANK

Military POC: _____

NAME, RANK, AND TELEPHONE NUMBER

Reason for Nomination: (Should be not longer than one page in length)

[illegible]

OTHER AWARD CONSIDERATIONS FOR FAMILY VOLUNTEERS

- State Legion of Merit (follow criteria contained in**
- Certificate of Appreciation (any write up can be submitted for this recognition) can be presented by unit at unit functions or during State Conference**